

SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE

GENERAL TRIAL INFORMATION – Western Region

In preparation for trial, counsel are expected to do the following:

1. Prepare a joint statement of the case to be read to the jury.
2. Prepare a joint witness list with name, place of residence (city and state) and occupation.
3. Prepare a joint list of stipulated facts.
4. Prepare a joint exhibit list with a brief description (5 words or less) of all exhibits. Divide the list into two groups, those to which there is no objection and those to which an objection will be made, including a brief note on the nature of the objection.
5. Exchange all exhibits and Bate stamp or paginate them for identification. Exhibits are to be 8½ x 11 in size and shall be placed in three ring loose-leaf binders (one for the witness stand, opposing counsel, and the Court.) The witness stand binder should hold all the original documents. Exhibits should be separated by numbered dividers corresponding with the exhibit number that follows. Exhibits will be marked with exhibit tags by the courtroom assistant upon admission into evidence.
 - a. Please do not use exhibits that are blown up or enlarged. Counsel may show photos, charts and other exhibits on the court's "ELMO" visual presenter. Laptops may be connected to the ELMO (VGA IN hook-up). Courtrooms are equipped with connection cords for video and audio presentations. Please note that our system does not support Mac computers.
6. Submit Jury Instructions in three stacks: agreed, disputed and a clean set of all instructions with no caption, title or bracket suitable for copying and distributing to the jurors. These instructions should only contain text as you wish it delivered by the Court to the Jury.
7. Serve all Motions in Limine on all parties 10 court days before the date of the Trial. Oppositions and replies are due at the time of trial. Retain all court copies until you report to the trial department assigned by the Master Calendar.
8. Deposit a non-refundable \$150 Jury fee as follows:
 - On or before the date scheduled for the initial case management conference in the action; or
 - If no case management conference is scheduled, no later than 365 calendar days after the filing of the initial complaint; or
 - If the party has not appeared before the initial case management conference or has appeared more than 365 calendar days after the filing of the initial complaint, at least 25 calendar days before the date initially set for trial; or
 - If the action is for unlawful detainer action, at least 5 days before the date set for trial.

General Information:

- Riverside Civil trials are called by the Master Calendar Judge in Department 1. Trials are assigned to courtrooms throughout Riverside County.
- Trials are usually in session Monday through Thursday from 9:30 am to noon and from 1:30 pm to 4:30 pm. The time and days of week may vary depending on circumstance.
- All trial documents (motions, trial briefs, exhibits, instructions, etc.) should be submitted to the assigned department on the first day of trial. Do not submit or file them in advance.
- **Short cause trials** (5 hours or less) will commence on the date set for trial.
- **Long cause trials** (jury and court trials 5 hours or more), in most cases, at the earliest, will commence the next business day after trial call.
- **Trial Calendar Mediation**
The Court encourages parties to discuss settling their case one last time before starting trial. At the Friday trial calendar, the Riverside County Bar Association's Dispute Resolution Service (DRS) provides experienced attorney-mediators for general civil cases, and the Chapman University School of Law provides experienced mediators for limited civil collections cases. Trial calendar mediation is free.
 - Required appearances: Counsel, parties, self-represented parties, insurance representatives and all persons necessary to put a settlement on the record pursuant to Code of Civil Procedure section 664.6 must be present to take full advantage of trial calendar mediation.

For information about trial calendar mediation, contact the court's ADR Director: Barrie J. Roberts: (951) 777-3157; barrie.roberts@riverside.courts.ca.gov

- Any request to continue a trial must be done by filing an ex parte or noticed motion. The court does not allow oral requests or stipulations to continue trial dates. Department 1 hears ex parte matters Monday through Friday at 9:30 am. Other trial related motions are heard Monday through Thursday at 8:30 am.
- If there are more trials than available courtrooms a trailing list will be created. Generally trials trail for one week and parties are provided 12 hour notice when given their courtroom assignment. If a trial is not assigned within the trailing period, counsel may stipulate to continue trailing for an agreed upon time or stipulate to a new date for trial agreeable with the Court. When given a new trial date because of courtroom unavailability, the trial will be given priority.
- For current information regarding your case, please visit our website at www.riverside.courts.ca.gov. Many of your questions concerning your case status can be answered by accessing your case online.